



JULY 2010
FLSA: EXEMPT

CHIEF BUILDING OFFICIAL

DEFINITION

Under general direction, directs and plans all daily operations and functions of the City's Building Division and enforces all applicable construction laws and safety ordinances as adopted by the City Council; plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support related to all programs and activities of the City's Building Division ; administers current and long-range planning activities; manages the effective use of the City Building Division resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Assistant City Manager-Operations in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager-Operations, but extensive leeway is granted for the exercise of independent judgment and initiative. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a mid-management classification that manages City Building Division activities, including overseeing the enforcement of land use codes and ordinances regulating building, fire, life safety, zoning and other code interpretations and applications. Under general direction, the incumbent has the responsibility for all functions of the Division and for developing, implementing and interpreting public policy.

Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Assistant City Manager-Operations in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers and supervises the enforcement of Federal, State, National, and local codes and ordinances to ensure the health and safety of all area residents;

- Manages, coordinates, and supervises the daily operations of the Building Department, including public counter activities, issuance of building permits, scheduling and overseeing inspections, and assessing and resolving complex permit, code and procedural questions and problems;
- May review building plans and specifications for compliance with adopted building codes, ordinances, laws, and regulations, including conferring with contractors regarding related installations or deficiencies;
- Oversees and maintains quality control of the Permit Tracking Program and Automated Permit Tracking System;
- Monitors and implements changes in code requirements and construction techniques;
- Administers and oversees the Departments Code Enforcement Program, enforces housing codes and abatement of dangerous buildings, including issuing and authorizing Stop Work Orders, and “Unsafe for Occupancy” notices, addressing complaints, scheduling code enforcement inspections and following up on abatements;
- Trains, assigns, supervises, directs, reviews, and evaluates the work of departmental personnel;
- Assesses and resolves staff technical and job-related questions and concerns;
- Develops, implements, and administers an operational budget for the Building Department, including directing and forecasting additional funds needed for staffing equipment, materials, and supplies;
- Monitors, develops, and implements Federal, State, National, and local codes and ordinances;
- Performs combination field inspections on construction and repair work to ascertain compliance to adopted codes, laws, and standards when workload requires it;
- Establishes and implements departmental policies, procedures, goals, and objectives;
- Serves as a department liaison to various officials, department heads, other City personnel, and others as necessary;
- Stays abreast of developments, standards, trends, and innovations in the construction industry, including reviewing new products or methods of construction for approval or denial of use;
- Keeps Assistant City Manager-Operations and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of applicable Federal, State, and local building related codes, laws, regulations, and ordinances enforced by the city, including California Building, Electrical, Plumbing, Mechanical Codes, state laws and local ordinances;
- Comprehensive knowledge and ability to interpret plans and specifications, construction materials, methods, and safety standards;
- Comprehensive knowledge of the principles of supervision, management, training and performance evaluation;
- Comprehensive knowledge of principles and practices of performing building inspections;

- Comprehensive knowledge of construction materials and their correct installation methods;
- Comprehensive knowledge of principles and practices of budgets and budget administration;
- Comprehensive knowledge of principles and practices of personnel administration;
- Comprehensive knowledge of appropriate ethical standards for the performance of job duties;

Ability to:

- Ability to provide sound counsel, guidance, and information to officials and personnel, department heads, and others;
- Ability to accurately read blueprints, building plans, and other construction documents;
- Ability to effectively supervise, monitor, and direct department operations;
- Ability to exercise sound, independent judgment;
- Ability to serve as an effective department liaison to departments, officials, and others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor' Degree in Building Inspection Technology, Planning, or a closely related field; and,
- 4-6 years of building experience with at least 2 years of supervisory experience.

License:

- Valid Class C California State Driver' license;
- ICC or CALBO Building Official Certification within one-year of hire;
- ICC Building Inspector and Plans Examiner Certification highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City infrastructure, development, field operations and work sites and meeting sites, and to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays